

## **Intern Job Description**

**Job Title:** Marine Ecology Technician Intern

**Location:** Summerland Key, FL

**Stipend:** Hourly wage to be determined

**Dates of Positions:** Approximately January 1, 2003 to June 30, 2003

**Time Commitment:** Minimum six months

### **Summary of Position:**

The Marine Ecology Technician Intern assists the Marine Conservation Program Manager with coordination, training, and technical assistance involving programs that engage volunteers in monitoring water quality and reef communities and in restoration efforts in the Florida Keys. Some data entry and management will be required by this position. In addition, the intern is in charge of maintaining physical and electronic files of published and unpublished data and reports related to the ecology of the Florida Keys and Florida Bay. There will also be opportunities for fieldwork with research staff of partner organizations and assisting other Nature conservancy staff where skills are applicable and needed. Supervises volunteers only. The expected duration of this position is 6 months from date of hire. The need and/or funding for this position could end at that time, although we may offer an extension of employment if this should change.

**Supervisor:** Brad Rosov, Marine Conservation Program manager

**Organization:** The Nature Conservancy

### **Duties:**

1. Input environmental and ecological data from volunteer monitoring programs into databases. Manage and assist in analyzing data for progress reports
2. Perform quality-control checks on incoming data, generate quality-control reports to address errors in sampling technique, and perform periodic instrument checks and calibrations.
3. Communicate with volunteers about training sessions, sample pick-ups, and quality-control field checks.
  - train new volunteers and set up new stations
  - collect water samples throughout the Keys and deliver to laboratory staff
  - conduct quality-control checks with volunteers
  - obtain monthly progress reports from sea steward team leaders
  - maintain a line of communication with all volunteers
4. Maintain existing stations.
  - prepare computer-generated tide tables
  - print data sheets
  - maintain an inventory of supplies and equipment
  - conduct instrument calibrations
  - provide supplies and equipment as needed by volunteers

5. Assist in selecting and developing scientific methods for volunteer monitoring programs. Assist with the laboratory analysis of water samples. Assist in developing and updating training manuals and quality-assurance plans.
6. Maintain and add to an existing electronic database of scientific and technical references. This duty requires mastering the fundamentals of using ProCite software.
7. Aid the Marine Conservation Program Manager in preparing displays and other materials.
8. Train, coordinate, and supervise volunteer groups collecting data in marine habitats to monitor the effects of conservation and resource management actions. This will require SCUBA diving.
9. Actively participate as a member of a team that shares responsibility for planning and carrying out all aspects of The Nature Conservancy's marine and terrestrial stewardship programs.
10. May perform other duties as assigned particularly assistance as needed for the Florida Marine Research Institute and other partner organizations.

**Benefits:**

The intern will have the opportunity to learn hands-on about the local marine ecosystems and processes while engaged in various projects under the supervision of the Marine Conservation Program Manager. A typical week includes one or two days of SCUBA diving on our coral reefs while conducting research.

**Qualifications:**

1. Bachelor's degree from a program of study resulting in a good knowledge of the principles of ecology or natural resource management, specifically in the implementation of scientific methodologies in the field.
2. Strong oral and written communication skills.
3. Ability to work with a wide variety of people and elicit cooperation from volunteers engaged in remote, offshore projects.
4. Good organizational skills and the ability to classify and manage information from diverse sources.
5. Experience using computers for word processing and data management.
6. Willingness to work flexible hours and travel occasionally within the Florida Keys and South Florida.
7. Ability to work outdoors in physically demanding conditions. Ability to identify the marine flora and fauna found in the Florida reef tract and adjacent soft- and hard-bottom communities (not required but a plus).

**Certification/Training/Knowledge Required:**

1. Must have current driver's license.
2. Must be SCUBA certified.

**Training Provided:**

Some underwater research techniques, water quality collection procedures, and database management.

**Equipment/Tools to be supplied by Volunteer:**

1. Personal vehicle
2. Full set of SCUBA gear

**For further information contact:**

**Contact Person:** Brad Rosov, Marine Conservation Program Manager

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